

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The Washington State Department of Community Trade and Economic Development (CTED) will administer the *Washington State Program* allocation of the American Recovery and Reinvestment Act (ARRA) Homeless Prevention and Rapid Re-Housing Program (HPRP). The Substantial Amendment to the Consolidated Plan 2008 Action Plan as described below addresses the question outlined in the Department of Housing and Urban Development's (HUD) substantial amendment form 40119.

General Information

Grantee Name	Washington State Department of Community Trade and Economic Development
Department Administering Funds	Housing Division
HPRP Contact Person (person to answer questions about this amendment)	Kathy Giglio
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Telephone	360.725.4000
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Email Address	rogersw@cted.wa.gov
Web Address	www.cted.wa.gov/recovery
Amount Grantee is Eligible to Receive*	\$ 11,126,387.00
Amount Grantee is Requesting	\$ 11,126,387.00

Distribution and Administration of Funds

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☐ Competitive Process
☒ Formula Allocation
☒ Other: Semi-competitive

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

CTED plans to distribute an application to an existing network of non profit organizations, housing authorities and local governments in our service area who are Lead Agencies and deliver homeless services. CTED has contracted with Lead Agencies for both the state and federally funded homeless programs for over two decades. These Lead Agencies manage a community planning process for their county or counties that establishes criteria and decides how funds will be distributed among eligible providers.

To serve as a subgrantee, the Lead Agency must clearly respond to the following in their application:

1. Submit a budget, which includes an explanation of new FTEs associated with administering the program, and identifying how they will be able to expend funds within the 3 year deadline.
2. Applicants will have to describe their experience and capacity in delivering eligible HPRP activities and their readiness to begin services immediately.
3. Applicants must identify activities which are in alignment with their County 10-year plan to end homelessness.

Applications must be approved by the county government in which HPRP projects will be operating.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

CTED will allocate the available funds through a formula (based on the number of people in poverty and the number of people unemployed) that counties and cities in our service area can apply for.

CTED will use a semi-competitive process to award funds after program staff reviews each application for clarity and completeness. CTED will reduce a

county's allocation based on an applicant's response if incomplete or insufficient information is submitted.

Once applications are deemed ready for contracting CTED will make grant documents available to the Lead Agency and will execute them within 30 days of CTED's signed grant agreement with HUD.

Program guidelines based on the HUD HPRP Guidance, client data collection forms that reflect the necessary information for IDIS and financial documents for reporting expenses and monitoring spending rates will be made available with the grant agreement between CTED and the subgrantees.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Within 60 days of grant execution, subgrantees will be evaluated for financial and programmatic risk which will determine the frequency of desk monitoring and on-site monitoring for the next 12 months. This evaluation will be completed annually and the monitoring schedule adjusted accordingly.

Quarterly expenditure projections will be required so CTED can closely monitor subgrantee spending rates to ensure a timely expenditure of funds. We will review each request for reimbursement and request information on any significant variances. On occasion, backup documentation for a random sampling of invoice charges will be reviewed to verify eligible charges to the program.

Subgrantee client data will be reviewed quarterly to evaluate whether or not service projections are met. Technical assistance will be offered as appropriate.

If a subgrantee fails to meet two consecutive quarters of spending or client service projections, CTED may amend their grant and deobligate funding. Any available funds will be immediately available to other subgrantees who have demonstrated excellent capacity to manage the funds and program and who have substantial need for additional funds in their service area.

CTED plans to retain approximately 2.15% percent of the available administrative funds to administer the program. One FTE will be devoted to HPRP. The remaining administrative funds will be passed through to subgrantees.

Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American

Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

CTED will review eligible subgrantee applications to ensure that providers are collaborating with local agencies and service providers that serve similar target populations. Demonstration of this collaboration will also be reviewed during monitoring.

As a grantee, CTED is collaborating through the Interagency Council on Homelessness (ICH) committee with the Department of Social and Health Services (DSHS), the Department of Veteran Affairs (DVA), the Employment Security Department, the Office of Superintendent of Instruction, the Department of Corrections and the Department of Health to identify policy opportunities to strategically align resources and ensure unduplicated services.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

CTED holds monthly Homeless Steering Committee meetings with local representatives from all of the continuums of care in the state, DSHS, and the state DVA. Historically a primary focus of this Steering Committee has been the coordination of federal and state housing and homeless resources with the larger mainstream resources. This group has helped to guide \$30 million in state homeless funding to pilot efforts to tie together homeless and housing system to mainstream social service and state and local criminal justice systems. The Steering Committee will continue to guide the use of CTED managed HPRP resources, and is working to coordinate the use of other HPRP funds being granted directly to local governments.

The ICH has been and will continue to be focused on connecting HPRP activities to mainstream resources. The Council was formed with the primary goal of coordinating homeless and housing resources with the social service, criminal justice, veterans, and employment systems.

As a result of meeting of the Homeless Steering Committee and the ICH, state agencies have already developed plans to cross-link local Temporary Assistance to Needy Families, mental health, and substance abuse treatment providers with local HPRP grantees to ensure that the swelling ranks of high-need clients accessing mainstream resources are also able to augment their social services package with housing assistance.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

The state's Consolidated Plan identifies four major strategies to address homelessness in Washington State. The first is providing *Short-Term Housing Assistance with Minimal Services* (short-term housing assistance for at-risk households), a prevention strategy. The second is providing *Short-Term Assistance, Services and Assessment* (up to six months of subsidized housing connected to case management), a rapid re-housing strategy. The HPRP will use grant funds to implement these strategies that have been identified as most suited to that portion of the homeless population whose needs require relatively shallow to medium term intervention. The key to this approach is an accurate assessment of housing and services needs.

Depending on how the HPRP funds are used locally (which depends on the needs of those seeking services) the federal recovery funds administered by CTED will serve between 978 households (180 days of housing per household) to 3,900 households (45 days per household) per year. This will help the state's ability to shore up services to people who are homeless since one model that we are reviewing shows that with increases in unemployment and poverty, the number of people facing homelessness will grow from 87,000 in 2008 to 104,000 in 2009. This model does not account for potential cuts in social service programs which would drive the number higher.

Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	2,449,111.41	2,449,111.41	4,898,222.82
Housing Relocation and Stabilization Services ²	2,449,111.41	2,449,111.41	4,898,222.82
Subtotal (add previous two rows)	4,898,222.82	4,898,222.82	9,796,445.65

Data Collection and Evaluation ³	\$773,622.00*
Administration (up to 5% of allocation)	\$556,319.00
Total HPRP Amount Budgeted⁴	\$11,126,387.00**

*CTED is proposing an evaluation project to HUD. If this project isn't approved, then the evaluation portion of this budget will be redistributed to subgrantees.

**CTED has not received estimated budgets from eligible subgrantees so the budget summary is not a true reflection of the balance of state awards. CTED can submit a more accurate estimated budget summary once subgrantees are identified and budgets are collected.

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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